

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally resign from my position as a [Your Position] at [School's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, as my time at [School's Name] has been incredibly rewarding. I have cherished the opportunity to work with you, my colleagues, and most importantly, the wonderful students.

I am grateful for the support and guidance I have received during my tenure here. I have learned so much and have enjoyed being part of this community. I will do my best to ensure a smooth transition and will assist in any way I can during my remaining time.

Thank you once again for the wonderful experiences and memories. I look forward to staying in touch.

Sincerely,
[Your Name]